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**HR352\_Release 1 and 2 Assigning Empl ID**

**Release 1 & 2 Assigning Employee ID**

This Job Aid addresses the Employee ID assignment process that will be utilized until Release 3 of Cardinal HCM.

**Table of Contents**

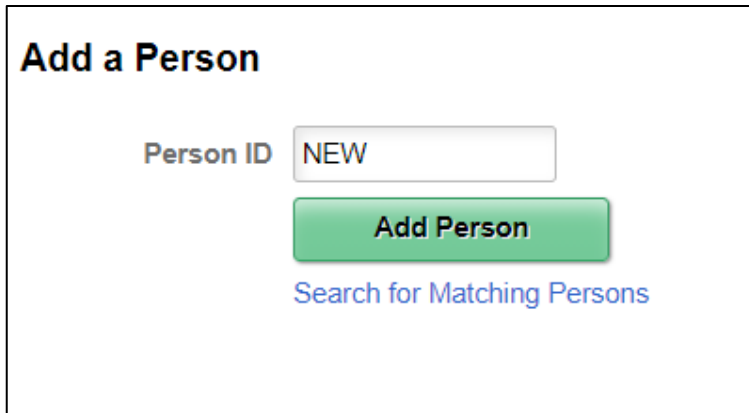
Validate that the New Hire is Not in Cardinal HCM..... 2

**HR352\_Release 1 and 2 Assigning Empl ID****Validate that the New Hire is Not in Cardinal HCM**

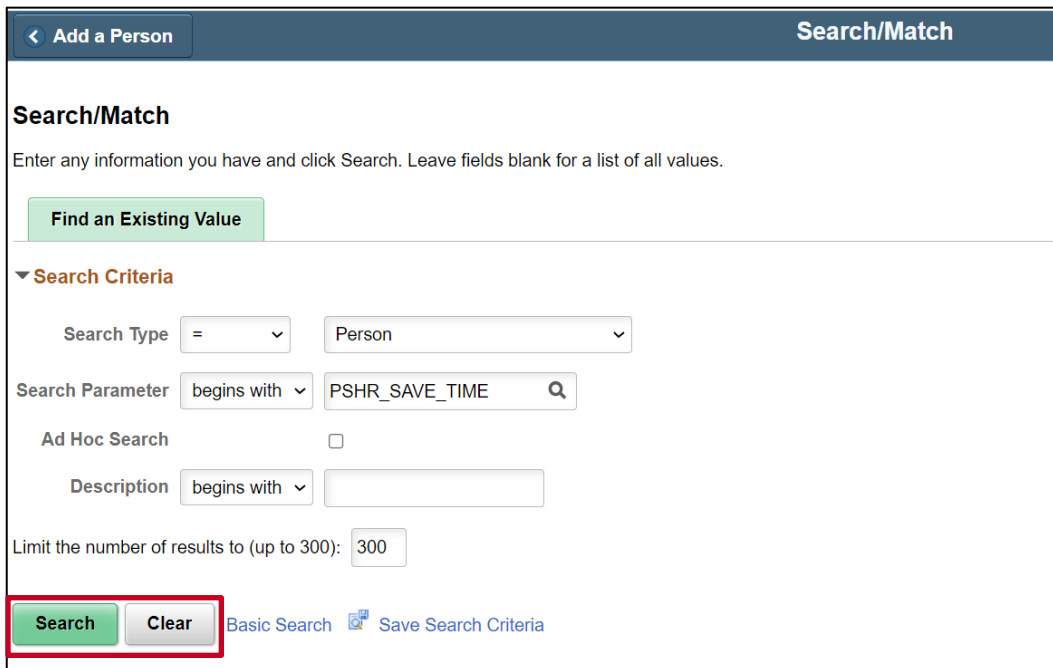
1. Navigate to the **Search Match** page using the following path:

**Navigator > Workforce Administration > Personal Information > Add a Person**

The **Add a Person** page displays.



2. Click the **Search for Matching Persons** link.
3. The **Search/Match** search page displays.



4. Click **Clear**.
5. Click **Search**.

The **Search Criteria** page displays.

## HR352\_Release 1 and 2 Assigning Empl ID

**Search Criteria**

Search Type
Person

☐ Ad Hoc Search

Search Parameter
PSRS\_HIRE

Prepare For Hire

**Search Result Rule**

Search Result Code
PSRS\_HIRE

Prepare For Hire

[User Default](#)

Search

Clear All

Carry ID reset

**Search Criteria**

Search Fields

National Id

Value

**Search by Order Number**

Search Order
Description

10
NID Only

Selective Search

6. Enter the employee's SSN into the **Value** field.
  7. Press the **Tab** key on the keyboard to enable the **Search** button.
- Note:** The SSN is reformatted automatically (dashes removed if entered).
8. Click the **Search** button.

The **Search Results** page displays.

**Search Results**

Search Type
Person

☐ Ad Hoc Search

Search Parameter
PSRS\_HIRE

Prepare For Hire

Result Code
PSRS\_HIRE

Prepare For Hire

**Search Results Summary**

Number of ID's Found
1

Search Order Number
10

NID Only

[Return to Search Criteria](#)

**Search Results**

1-1 of 1

View All

	Empl ID	Last Name	First Name	Middle Name		
1					<a href="#">Person Organizational Summary</a>	<div>+</div> <div>-</div>

9. Click the **Person Organizational Summary** link.
- The **Person Organizational Summary** page displays in a new internet tab.

## HR352\_Release 1 and 2 Assigning Empl ID

**Person Organizational Summary**

Employee ID: [Redacted]

**Employment Instances**

ORG Instance: 0      Last Hire: 06/10/2020      Termination Date: 06/10/2020  
 HR Status: Inactive      Payroll Status: Terminated

**Assignments**

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	06/11/2020	71800	06/10/2020	Classified Salary	06/10/2020	91512	6	Active

[Return to Search](#)   [Notify](#)

Write down the employee ID if applicable and navigate to the **Add Employment Instance** page using the following navigation:

**Workforce Administration > Job Information > Add Employment Instance**

The **Add Employment Instance** page displays.

**Add Employment Instance**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Search by: Empl ID   begins with [Redacted]

Limit the number of results to (up to 300): 300

[Search](#)   [Advanced Search](#)

**Note:** If there was no matching value, skip to step 12 to get an Employee ID.

- Enter the employee ID obtained in step 9.

The **Add Employment Instance** dialog box displays.

Do you wish to open the Job Data associated to this emplid: [Redacted] Employee Record: 1 (25101,91)

[Yes](#)   [No](#)

- Click the **No** button and continue from step 46 of the **HR352 New Hire** job aid.
- TLC administrators should request an employee ID number by sending a request to [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov). Once the ID is established, TLC team will send an email to the locality

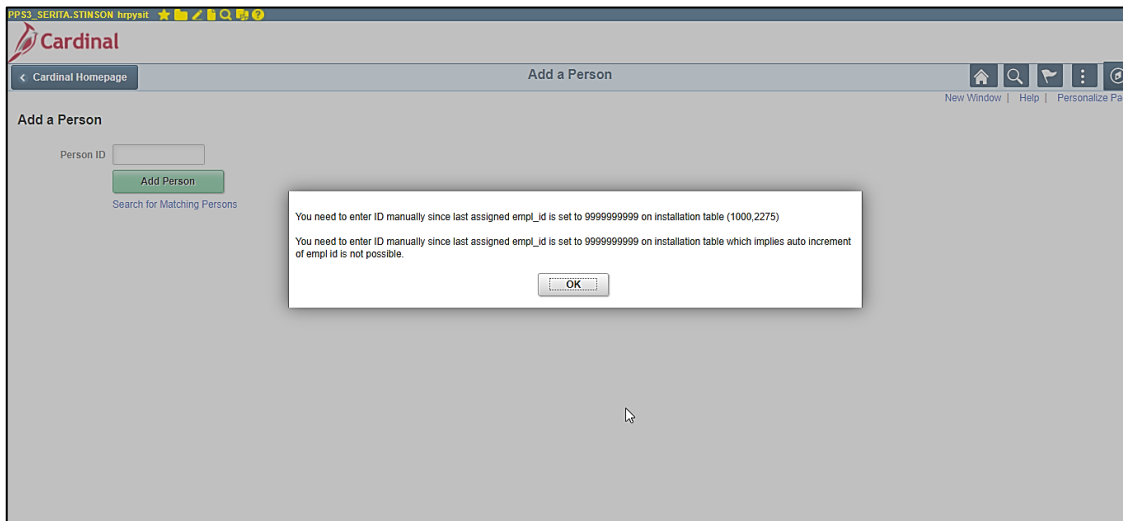
**HR352\_Release 1 and 2 Assigning Empl ID**

administrator with the new employee ID. HBO administrators should follow their procedures to contact OHB for an employee ID number.

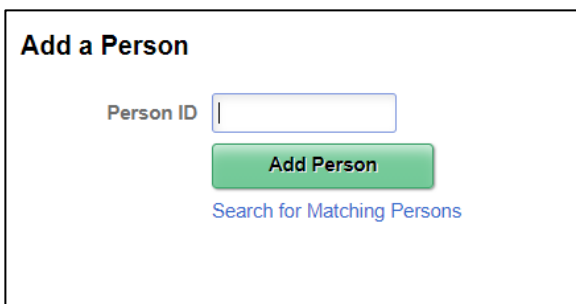
13. Once the employee ID is received, navigate to the **Add a Person Page** using the following navigation:

**Navigator > Workforce Administration > Personal Information > Add a Person**

The **Add a Person** page displays with a message displayed in a pop-up window.



14. Click the **Ok** button to close the message.



15. In the **Person ID** field, enter the newly generated employee ID provided by TLC/OHB.
16. Click the **Add Person** button.

**Note:** To complete the new hire, refer to the **HR352 New Hire Job Aid**.